

~~CONFIDENTIAL~~

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INSTRUCTIONS CONCERNING SHIPMENT(S) OF CARGO(ES)

DATE

TO : Chief
ATTN: Transportation Officer

1. REQUEST SHIPMENT OF CARGO BE MADE AS FOLLOWS:

B/L NO.

CARRIER

DELIVERY DATE

DELIVERY POINT

2. ERADICATE ALL MARKS AND USE THE FOLLOWING MARKINGS:

CARGO NO.

ADDRESS NO.

WEIGHT

CUBE

NO. OF CASES

3. PREPARE AND FORWARD AGENCY SHIPPING DOCUMENTS (FORM NO. 291) IN ACCORDANCE WITH DISTRIBUTION INSTRUCTIONS.

CARGO NO.

ADDRESS NO.

NAME OF SHIP

SAILING DATE

4. REMARKS:

NAME OF ORIGINATOR

SIGNATURE OF CHIEF, CARGO BRANCH

DISTRIBUTION: ORIG, & 1-ADDRESSEE; 1-LO/SD; 1-DEPOT TRANSPORTATION OFFICER; 1-CARGO FILE